


MEMORANDUM

To: Agency Personnel Officers
From: Katrina Porter 
Date: February 2, 2024
Subject: Mayor's Personnel Orders Nos. 2024/1 and 2024/2

Enclosed are copies of Mayor's Personnel Orders (MPOs) Nos. 2024/1 and 2024/2, which authorize wage increases for employees in positions covered by the Pay Plan for Management Employees (PPME) and for employees in non-managerial pay plan titles which have their salaries adjusted pursuant to Original Jurisdiction (OJ).

1. Effective May 24, 2021, the salaries are increased by an additional 3.0% per annum.
2. Effective May 24, 2022, the salaries are increased by an additional 3.0% per annum.
3. Effective May 24, 2023, the salaries are increased by an additional 3.0% per annum.
4. Effective May 24, 2024, the salaries are increased by an additional 3.0% per annum.
5. Effective May 24, 2025, the salaries are increased by an additional 3.25% per annum.
6. Effective February 2, 2024, an agency head may provide salary increases to covered employees, not to exceed 1.43% of the agency's total original jurisdiction and managerial payroll as of January 1, 2024.
7. All covered employees will receive a \$3,000 lump sum payment effective the date this Order is signed.

The Financial Information Services Agency - Office of Payroll Administration (FISA-OPA) will issue User Services Instructions regarding the implementation of these salary increases. In addition, the Office of Management and Budget (OMB) will issue further instructions regarding the Recruitment, Retention, and Merit Fund.

Mayor's Personnel Orders 2024/1 and 2024/2 also expand the Paid Parental Leave program for incumbent managers and OJ employees and enroll the same population into the Paid Family Leave program. Further guidance regarding the expansion of the Paid Parental Leave program (PPL) and the implementation of the Paid Family Leave program (PFL) will be issued. Accordingly, the associated Personnel Services Bulletin (PSB) will also be updated.

c: Commissioner Dawn M. Pinnock
Agency Heads

Enclosures